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Executive Registry  
68-2820/8

24 September 1968

MEMORANDUM FOR: Executive Director-Comptroller  
THROUGH: CIA Records Management Board  
REFERENCE: Memo dated 4 September 1968  
SUBJECT: Purge of Inactive Records

Our Initial Report follows.

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1. [REDACTED] - Staff Officer  
[REDACTED] Archivist
2. To destroy all records which do not mention CIA or CIA personalities.
3. a) On 28 August we destroyed, at the Records Center, six boxes of item 6. This was material submitted for clearances, manuscripts, etc. up to 1964. (See Tab A).  
b) We are currently in the process of destroying 75% of item 5b. (See Tab B).  
c) We assigned a summer employee the task of destroying all duplicate copies of records in our active press files. This task has been completed with a saving of at least 30% of our vault space for records permanently retained in this office.
4. This has been and will continue to be an active program in this Staff.

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[REDACTED]

Office of the  
Assistant to the Director

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Excluded from automatic  
downgrading and  
declassification